



**Employment Opportunity**  
**United States Peace Corps in Myanmar**

The United States Peace Corps program in Myanmar seeks a qualified and motivated candidate to fill the following full-time position:

**General Services Assistant**

Minimum Starting Salary: \$ 9,798/year (FSN-6 equivalent)

Anticipated Start Date: December 2016

*\*starting salary dependent on experience*

The **General Services Assistant (GSA)** performs a variety of administrative duties in support of the general services and administrative unit. The GSA reports to the Director of Management and Operations (DMO) for administrative issues and works under the direction of the General Services Manager (GSM).

The GSA is responsible for providing assistance to the GSM and administrative unit through, but not limited to, the following tasks:

- Maintenance and repair of equipment and physical property (including the office and residential properties), including preventative maintenance
- Conducts market research and obtains competitive quotes from vendors
- Establishes relationships with local vendors and service providers
- Oversees the delivery of goods and services
- Assists with office procurements and payments
- Assists in the performance of annual physical inventory of all Government-owned property in Peace Corps office, residences and storage areas, and recommends disposal of property, as appropriate.
- Coordinates stocking and distribution of Volunteer equipment and supplies
- Assists with vehicle maintenance and vehicle fleet management
- Assists with customs clearance of Peace Corps shipments
- Provides back-up duties for the GSM, when needed
- Performs messenger duties, when needed
- Occasional back-up driver of Peace Corps official vehicles.

**QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- Minimum requirement to have completed secondary school; completion of technical school or bachelor's degree a plus
- Must have at least two years of experience in maintenance of office and residential buildings
- Knowledge of electricity, plumbing, painting, masonry and carpentry.
- Previous experience purchasing goods and services for an employer/company
- Previous experience making payments on behalf of an employer/company
- Ability to work with minimal supervision and as part of a team
- Good working knowledge of oral and written English; Fluent in Myanmar language
- Ability to work a 40 hour work week with the occasional requirement to work in the evenings, on weekends, and holidays
- Basic computer skills required
- Must be willing and physically able to perform maintenance and repair work

Apply by submitting a resume and a one page letter in English which addresses your qualifications for the position. Please address all listed qualifications and include the title of the position you are seeking in your cover letter.

**Applications are due by August 28, 2016.** Applications and questions (including requests for the complete Statement of Work) should be sent to [myanmarjobs@peacecorps.gov](mailto:myanmarjobs@peacecorps.gov). **Applicants who do not address the required qualifications will not be considered for an interview.**

**Only qualified candidates will be contacted for interviews.** Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Candidates chosen for interview will also be required to pass language and skills evaluations.

The United States Peace Corps is a non-political, non-religious organization, which will bring American Volunteers to Myanmar. The Peace Corps is an agency of the United States Government and was founded by President John F. Kennedy in 1961. General information about Peace Corps can be found on [www.peacecorps.gov](http://www.peacecorps.gov).